



COUNSELOR, ORIENTATON CENTER FOR THE BLIND

Department of Rehabilitation
Departmental Open, Spot Examination: Albany
Examination Code: 8RH99
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Classification Code: 9676

Salary Range

\$2,995 - \$3,748 per month

View the [classification specification](#) for the Counselor, Orientation Center for the Blind classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

How to Apply

All applicants must complete and submit the following examination materials:

- [Standard State Application \(STD 678\)](#)
- [Supplemental Application](#)

All examination materials must have original signatures. Faxed or emailed copies will not be accepted under any circumstances. Submit all examination materials to:

**Department of Rehabilitation
Selections and Special Projects Unit
721 Capitol Mall
Sacramento, CA 95814**

Special Testing Arrangements

If you have a disability and require alternative testing arrangements, please contact the Selections and Special Projects Unit at (916) 558-5545.

TESTING PERIOD

Testing is considered continuous as test dates can be set at any time as department needs warrant.

A candidate may be tested only once during a 12-month period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by cut-off date for each administration.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of two years of college, preferably including such courses as psychology, physiology, or mental hygiene. (Two years of experience teaching blind adults may be substituted for not more than two years of the required education on a year-for-year basis.)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to live and work in a resident school; genuine interest in working with blind adults; sympathetic understanding of the problems of adults in a special school (blindness is not considered a disabling defect in this class).

POSITION DESCRIPTION

Under general direction and outside of class hours, the Counselor, Orientation Center for the Blind exercises general supervision over a group of visually impaired adult students; counsels and offers guidance to students in their personal problems; at the dormitory, assists students with such program activities as Braille, script writing, typing, and mobility training; arranges medical attention for students when required; arranges and supervises recreational activities in the dormitory; is responsible for students' observance of dormitory rules and regulations; inspects rooms and closets for cleanliness; keeps appropriate records and prepares reports.

Positions exist at the Department of Rehabilitation's Orientation Center for the Blind in Albany.

EXAMINATION PLAN

This examination consists solely of a supplemental application. In order to obtain a position on the eligible list, a minimum score of 70% must be received.

Supplemental Application - Weighted 100%

Scope: In addition to evaluating each candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Mental hygiene and guidance principles
2. Personal and social problems of blind adults
3. Principles and techniques of group activities for adults

Ability to:

1. Counsel adults
2. Follow directions
3. Secure respect and cooperation
4. Analyze situations accurately and take effective action
5. Keep records and prepare reports

ELIGIBLE LIST INFORMATION

A departmental open list will be established for the Department of Rehabilitation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference will be awarded to all successful competitors in this examination who qualify for and have requested Veterans' Preference through the California Department of Human Resources (CalHR).

Career credits will not be granted in this examination.

GENERAL INFORMATION

To learn more about the Department of Rehabilitation (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination Appointment Process (LEAP), office locations, etc.), visit our website at www.dor.ca.gov.

Standard state applications (STD 678) are available at the CalHR, local offices of the Employment Development Department, and through your [CalCareer Account](#).

It is the candidate's responsibility to contact the Department of Rehabilitation's Selections and Special Projects Unit in Sacramento at (916) 558-5545 three weeks after submission of application if he/she has not received a progress notice.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service law and rules and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work

cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification.

Veterans' Preference will be awarded in this examination, pursuant to Government Codes 18973.1 and 18973.5, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Form CalHR 1093), which is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> and the Department of Veterans Affairs.

Department of Rehabilitation
Selections and Special Projects Unit
721 Capitol Mall
Sacramento, CA 95814
(916) 558-5545
Telecommunications Relay Service: 711

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

Updated: 09/27/18